

SIETAR Europa's Code of Conduct of Board Members

Adopted by the Board of SIETAR Europa August 2013.

Be Considerate

You are working with others as a team so be considerate about how your actions or contribution affects your colleagues and the SIETAR community as a whole.

Be Respectful

Treat one another and members of the community with respect. Everyone can make a valuable contribution to SIETAREuropa. We may not always agree, but disagreement is no excuse for poor behaviour or poor manners. We might all experience some frustration now and then, but we cannot allow that frustration to turn into a personal attack. It's important to remember that a community where people feel uncomfortable or threatened is not a productive one. We expect the members of the SIETAR community to be respectful when dealing with our volunteers as well as with people from outside projects and initiatives. Avoid becoming involved in raging wars, personal attacks, and repetitive arguments. Take the matters "outside" (off-line, etc) to help resolve the situation, and do not use communal methods of communication to be a vehicle for your private "wall of shame."

Be Collaborative

Being a member of the SIETAREuropa Board is about collaboration, valuing diversity and working together. Collaboration enhances our diversity agenda and enriches us all.

When you disagree, consult others. Disagreements happen all the time, and SIETAREuropa is no exception. Disagreement, debate and constructive criticism are often how progress is made and are a necessary part of doing complex work in a team. The important goal is not to avoid disagreements or differing views but to resolve them constructively. Above all, avoid making conflicts about the work into personal conflicts. Debate should never include reference to someone's nationality, 'race', gender, religion or other personal characteristics. You should turn to the Board and/or the SIETAR community and to the community process to seek advice and to resolve disagreements to help sort out which direction will be most acceptable.

Step Down Considerately

Board members come and go. When you leave or disengage from the SE Board, in whole or in part, we ask that you do so in a way that minimizes disruption to the workings of the Board and any of its projects. This means you should tell people you are leaving and take the proper steps to ensure that others (and/or your replacement) can pick up where you leave off.

Be Available

We all live busy lives. Check your e-mails regularly and answer them promptly—even if it's "I'll get back to you." However, if a member feels that their messages are being neglected then take responsibility - pick up the phone and talk. We cannot possibly know what is happening for the other person and a short phone call can often swiftly sort things out.

Be Honest

Sometimes the hardest thing to say is "no" or admit you've forgotten to do something. Be honest with each other and yourself with regards to what you say and what you can realistically commit to.

Follow the Rules

Board members and volunteers are expected to uphold European legislation in all their dealings. Ensure you have sought the appropriate approvals, clarified discrepancies or raised questions at Board level if you are unsure of anything you believe has a legal implication. Ignorance of the law is no defence for inappropriate behaviour.

Exercise Discretion and Confidentiality

Depending on your role, you will be privy to various levels of information. People acting as SIETAREuropa Board members must respect and maintain the confidentiality of sensitive information they have gained due to their association with SIETAREuropa - you are expected to keep sensitive SIETAREuropa documents secure at all times. Information contained within our private forums and emailing platform (for example, about financial issues, serious disciplinary matters, legal cases, or personal details), private mailing, chats or other mediums is also to be kept confidential even after you have discontinued your service.

In addition, personal information about SIETAR members or members of the general public, and/or information about the internal workings of SIETAREuropa and/or National SIETARs or their partners or suppliers should be treated in confidence. Breaches in the area of privacy and confidentiality are taken very seriously by the SIETAREuropa Board.

Conflict of Interest

People acting on the SIETAR Europa's behalf should aim to advance our legitimate interests, and should never do anything that could bring SIETAREuropa or our community into disrepute. When using SIETAREuropa resources or its network, or making decisions as an individual or within a team/workgroup you must do so based only on the best interests of the SIETAREuropa and its community. If you have a situation or affiliation that might constitute or lead to a conflict of interest or might be perceived by a reasonable person in the community to be a conflict of interest, disclose this to the SE President or the Board as a whole. If appropriate, after discussion, you should remove yourself from specific decisions or discussions in which you may have a conflict of interest.

Fine Print

The Code of Conduct above is as valid between members as it is between board members or members and SE Officers where relevant.

Action Point

A **Grievance and Disciplinary Committee** is in place to uphold this Code of Conduct in cases of contravention.